



# **TYPES OF MILITARY BRIEFINGS**



- **Information**
- **Decision**
- **Mission**
- **Staff**



# INFORMATION BRIEFING FORMAT



## 1. Introduction

### Greeting.

- **Address the person(s) you are going to brief.**
- **Identify yourself and your organization.**

### Type and Classification of Briefing.

- **“This is a SECRET information briefing.”**
- **“This is an UNCLASSIFIED information briefing.”**

### Purpose and Scope.

- **Give the big picture first.**
- **Explain purpose and scope of your briefing.**



# INFORMATION BRIEFING FORMAT (cont)



## Outline or Procedure.

- Briefly summarize the key points and your general approach.
- Explain special procedures.

## 2. Body

- Arrange the main ideas in a logical sequence.
- Use visual aids correctly to emphasize your main ideas.
- Plan effective transitions from one main point to the next.
- Prepare to answer questions at any time.



# INFORMATION BRIEFING FORMAT (cont)



## 3. Closing

- Ask for questions.
- Briefly recap your main ideas and make a concluding statement.
- Announce the next speaker.



# **ANALYZE THE SITUATION**



- **Who will you brief and why?**
- **How much knowledge of the subject does the audience have?**
- **What does the audience expect of you?**



# CONSTRUCT THE BRIEFING



- **Collect material.**
- **Know the subject thoroughly.**
- **Isolate the key points.**
- **Arrange the key points in logical order.**



# **CONSTRUCT THE BRIEFING**

## **(cont)**



- Provide supporting data to substantiate validity of key points.**
- Select visual aids.**
- Establish the wording.**
- Rehearse before a knowledgeable person who can critique your brief.**



# **DELIVER THE BRIEFING**



## **When You Conduct a Briefing Be Aware:**

- Present the subject as directed and ensure that the audience understands what you present.**
- Keep the briefing short and avoid lengthy introduction and summary.**
- Use logic in arriving at conclusions and recommendations.**
- Be ready to handle interruptions and questions which may occur at any point.**



# KEY COMMUNICATION FACTORS



- Enthusiasm
- Stance
- Gestures
- Eye Contact
- Voice Variables
- Clarity